



RESOURCE MANAGER

Detroit Police Department

Detroit Police Department is seeking a Resource Manager to, under general supervision, direct, plan, manage, coordinate and administer the resource management programs and activities of the Detroit Police Department, which includes facilities, fleet, firearms inventory and control, property and emergency equipment.

Salary Range: \$64,300 - \$89,900

Major Job Duties:

- 1) Plan and direct division organization, assignment of staff as it relates to facilities and changes thereto, distribution of emergency equipment, inventory and property to meet departmental needs; control and manage safety -related issues. Generates general work orders and regulations relating to methods and procedures.
- 2) Establish work standard and performance goals; investigate and evaluate new methods, procedures, equipment and technology to increase efficiency and economy of facilities, fleet, emergency equipment, inventory and property maintenance operations.
- 3) Manage all facilities, fleet, property and emergency equipment, and inventory of same, including maintenance, inspections, testing, equipment, availability, leasing, licensing and regulatory compliance.
- 4) Obtain data on specific nature and scope of facilities, fleet, emergency equipment, property inventory control and maintenance problems. Facilitate resources to address them; analyzes data, including but not limited to performance records and cost to determine significant figures, points of control and areas of needed improvement.
- 5) Formulate and implement preventive maintenance policies and practices for facilities, fleet, property and emergency equipment; coordinates maintenance activities with departmental operations and other city agencies as appropriate.
- 6) Participate in forecasting and preparing the resource management budget; monitor budget to ensure compliance with approved budget.
- 7) Formulate short and long-range planning for resource management activities including business continuity planning in the event of a fire, natural disaster or major building equipment failure; researches and prepares technical, administrative and general operating reports.
- 8) Make recommendations on major facility, fleet, property and emergency equipment purchases and/or leases; prepare bid specifications. Upon purchase, inspect to verify specifications are met and recommend retirement, disposal or auction of vehicles, property and emergency equipment.
- 9) Maintain outside (third party) vendor and service provider relationships including lease vendor relationship management; review invoices to ensure that proper services were performed, including repair turnaround times and assurance of services according to contracts; investigate complaints of performance and major breakdowns of fleet, property and emergency equipment.
- 10) Maintain all records and files related to resource management activities including facilities, fleet, inventory and control of firearms, property and emergency equipment.

Education:

High school diploma or GED; preferably some college courses in engineering, industrial management, automotive technology, business administration, operations management or other closely-related field.

Bachelor's degree in engineering, industrial management automotive technology, business administration, facilities management or closely-related field; or Public Fleet Professional Certification (CPFP) or certification as an Automotive Fleet Manager (CAFM) is preferred.

A valid State of Michigan Driver's License is required.

Experience:

Eight (8) years experience in a responsible management position, preferably in a large-scale operating environment with demonstrated ability to plan, organize and coordinate large-scale operations, such as vehicle fleet management and/or facilities management, including at least four (4) years line supervisory or team leader responsibility overseeing inventory and control of valuable equipment, parts, supplies, etc.

Knowledge of:

- Best practices, methods, equipment, occupations and problems involved in large-scale fleet maintenance, building maintenance and inventory control operations.
- Laws, policies, procedures, accountings budgetary and administrative practices related to management, maintenance and efficient operation of facilities, fleet and emergency equipment.
- Capabilities and applications of information technology that support operational efficiencies.
- Quality management and process improvement principles.

Skill in:

- Planning, directing and supervising large-scale fleet and/or facilities maintenance activities including inventory control of property and equipment.
- Instituting modern fleet and facilities maintenance and inventory control practices in an efficient and cost-effective manner.
- Analyzing data and developing effective and economical responses.
- Planning and managing budgets.
- Analyzing and interpreting statistical data.
- Resolving employee issues.
- Communicating effectively both orally and in writing.
- Utilizing various computer software to prepare and present reports.
- Project management.

Ability to:

- Resolve operational problems.
- Provide leadership and direction to employees.
- Develop, implement and evaluate process improvement initiatives.
- Manage multiple priorities.
- Respond to workplace dynamics in a timely and pro-active manner.

To apply: Send resume by October 30 to:

Lawanna Ducker, HR Generalist
Detroit Police Department
Human Resources Bureau, Suite 659
1301 Third Avenue
Detroit, Michigan 48226